



**Superintendents' Advisory Council LPVEC  
Invited Guests Hampden County Superintendents**

**October 19, 2011  
9:00 a.m.**

**AGENDA**

- 1. Call to Order**
- 2. Technology Integration Update**
  - a. Examples of Customized Professional Development**
  - b. Superintendents' Wiki**
- 3. Update New Educator Evaluation Regulation Implementation**
  - a. What is the status of implementation in each district?**
  - b. If you have created rubrics or any other tools please email me a copy. I would like to begin sharing tools and practices so we can support each other with implementation.**
  - c. Connecting teaching and learning - what measures of student learning should we use to evaluate teacher performance?**
- 4. Update on Policy/Legislation Pertaining to Educational Collaboratives**
- 5. Board Action Items Scheduled for this evening (Enclosure)**
- 6. Next Meeting: November 16, 2011**

**LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE**

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**SERVING AGAWAM•EAST LONGMEADOW•HAMPDEN-WILBRAHAM•LONGMEADOW•LUDLOW•SOUTHWICK-TOLLAND•WEST SPRINGFIELD**

**BACKGROUND INFORMATION ON  
BOARD ACTION ITEMS SCHEDULED FOR OCTOBER 19, 2011**

**1. CALL TO ORDER**

**2. PUBLIC FORUM/COMMUNICATIONS**

*As of October 14, we have received no comments from the public*

**3. ACTION-DISCUSSION ITEMS**

**A. MINUTES: CORPORATION SEPTEMBER 21, 2011**

*Action: Requires motion to approve the minutes of September 21 Board of Directors meeting as presented.*

**B. UPDATE: 384 SHOEMAKER LANE, AGAWAM PROPERTY PURCHASE (Enclosure)**

*Enclosed you will find a copy of the financial terms and conditions for a commercial mortgage from TDBank. Attorney Graham negotiated these terms and conditions on behalf of the Board of Governors and Board of Directors*

**C. UPDATE: TRANSPORTATION FACILITY MERGER: LUDLOW AND HAMPDEN-WILBRAHAM**

*The LPVEC is scheduled to appear before the Ludlow Planning Board on October 27 at 7:15 p.m. The Planning Board would like to see their recommended changes to the amended site plan (ie indication that retention area has sufficient drainage capacity and indication that distance between road and paved area complies with town regulations). Our architect, Roy Brown, has made these changes. The Planning Board is concerned about employee parking. The administration held a meeting with drivers from both sites to hear their concerns and suggestions. As a result of that meeting, I am meeting with a representative group of employees from both sites to ensure that employees are kept informed and to provide employees with an opportunity to voice concerns and collaboratively address problems as they arise.*

**D. CORPORATION BALANCE SHEET**

*Enclosed you will find a balance sheet for the Corporation. Ms. Bishop will review the balance sheet and answer questions at the meeting.*

**E. ADJOURNMENT OF CORPORATION MEETING**

*Action: Requires motion to adjourn Corporation*

**F. MINUTES: August 17, 2011 and September 21, 2011** *Enclosed you will find minutes from August 17 and September 21, 2011 meetings.*

*Action: Requires motion to approve meeting minutes from August 17 meeting of Board of Governors.*

*Action: Requires motion to approve meeting minutes from September 21 meeting of Board of Governors.*

**G. JOB DESCRIPTIONS:**

**(1) BEHAVIOR INTERVENTIONIST** *Enclosed you will find a job description for behavior interventionist. I am requesting that the Board approve elimination of one classroom assistant position in the TWIN Behavioral Program and replace it with a Behavior Interventionist position. The request is based on a recommendation from our behavioral consultant and program evaluator. Traditionally, classroom assistants support students in academics and assist teachers with behavior management. The students in the TWIN Program require a higher degree of behavioral expertise and one-on-one intervention. We will seek an employee with a background in behavior intervention at the secondary level. The position will be compensated at a rate not to exceed \$25,000 annually.*

*Action: Requires motion to approve job description for behavior interventionist as presented.*

(2) **BEHAVIOR SPECIALIST** *Enclosed you will find a revised job description for Behavior Specialist with a change in title to Applied Behavior Analyst.*  
**Action:** *Requires a motion to approve revision in job description for Applied Behavior Analyst as presented.*

(3) **MENTAL HEALTH COUNSELOR/CRISIS COUNSELOR** *Enclosed you will find a revised job description for Mental Health Counselor with a change in title to School Based Mental health Counselor.*

**Action:** *Requires motion to approve changes in job description for School-Based Mental Health Counselor*

H. **APPOINTMENT OF ONLINE LEARNING FACILITATOR** *Fund Code 203, Innovation School Implementation Grant, was awarded to WSPS. Included in the grant proposal was \$10,667 for an Online Learning Facilitator. The job description for this facilitator was approved in FY10.*  
**Action:** *Requires motion to approve position of Online Learning Facilitator for Innovation School with total compensation not to exceed funds allocated in Fund Code 203.*

I. **APPROPRIATION FROM FY11 FUND BALANCE** *Five transportation employees received required physicals at the end of FY11 and submitted documentation of such for license renewals in the first quarter of FY12. Since this is an FY11 expense, we will need to reimburse these five employees in the amount of \$205.00 for this expense which occurred in FY11.*

**Action:** *Requires motion to approve appropriation from FY11 fund four fund balance in amount of \$205 to reimburse transportation employees for license renewal expenses.*

J. **CTEC COSMETOLOGY PROGRAM CLINICAL ASSISTANT (.5 FTE)** *Enclosed you will find background information from Mr. Jarvis supporting a request for an additional .5FTE clinical assistant in the Cosmetology Program. 42 students have elected Cosmetology in the afternoon. The additional staff person will allow the program to teach theory and clinical for two grades as required by Chapter 74.*

**Action:** *Requires motion to approve an additional .5FTE clinical assistant in Cosmetology. The salary for position will be reserved from FY12 fund balance and appropriated as needed, not to exceed \$20,000.*

#### 4. **EXECUTIVE DIRECTOR'S REPORT**

A. **MUNICIPAL REIMBURSEMENT PROGRAM** *Laurie Oyler, Director of Municipal Reimbursement, has successfully negotiated a contract with Taunton Public Schools and she also expects to negotiate a contract with Granby Public Schools next week.*

B. **TWAIN PROGRAM APPROVAL** *The Special Education department received full approval for its TWAIN program.*

C. **TECHNOLOGY IN EDUCATION PROGRAM** *Enclosed you will find a letter from the TEP board dissolving its partnership with LPVEC.*

D. **LEGISLATION/POLICY UPDATE REGARDING EDUCATIONAL COLLABORATIVES**

E. **GRANT UPDATES**

(1) **DSAC DATA SPECIALIST AWARDED \$336,000**

(2) **SPECIAL EDUCATION IMPROVEMENT AWARDED \$3,400**

(3) **EEC SERVING RURAL COMMUNITIES APPLIED FOR \$43,146**

#### 5. **DIRECTOR OF HUMAN RESOURCES REPORT**

A. **LEAVE OF ABSENCE REQUESTS:**

(1) **EMPLOYEE #5287** *Mr. Liebenow will appeal his previously-denied leave request to the Board.*

(2) **EMPLOYEE #3948 (Enclosure)**

**Action:** *Requires motion to approve or deny the request from Employee #3948*

6. **DIRECTOR OF FINANCE REPORT**

- A. **REVENUE AND EXPENDITURE REPORT: MONTHLY REVIEW** *Review of monthly revenue and expenditure report enclosed and fund 6 activity worksheet will be distributed at the meeting*

7. **PERSONNEL CHANGES (Enclosure)**

8. **OTHER**

- A. **NATIONAL ACCREDITATION FOR CULINARY PROGRAM (Enclosure)**  
B. **STUDENT OF THE MONTH AWARD (Enclosure)**

9. **NEXT MEETING: NOVEMBER 16, 2011**